

# Project Neighborhood Participation Program for Land Use Actions

## Temporary Protocols for COVID-19 State of Emergency

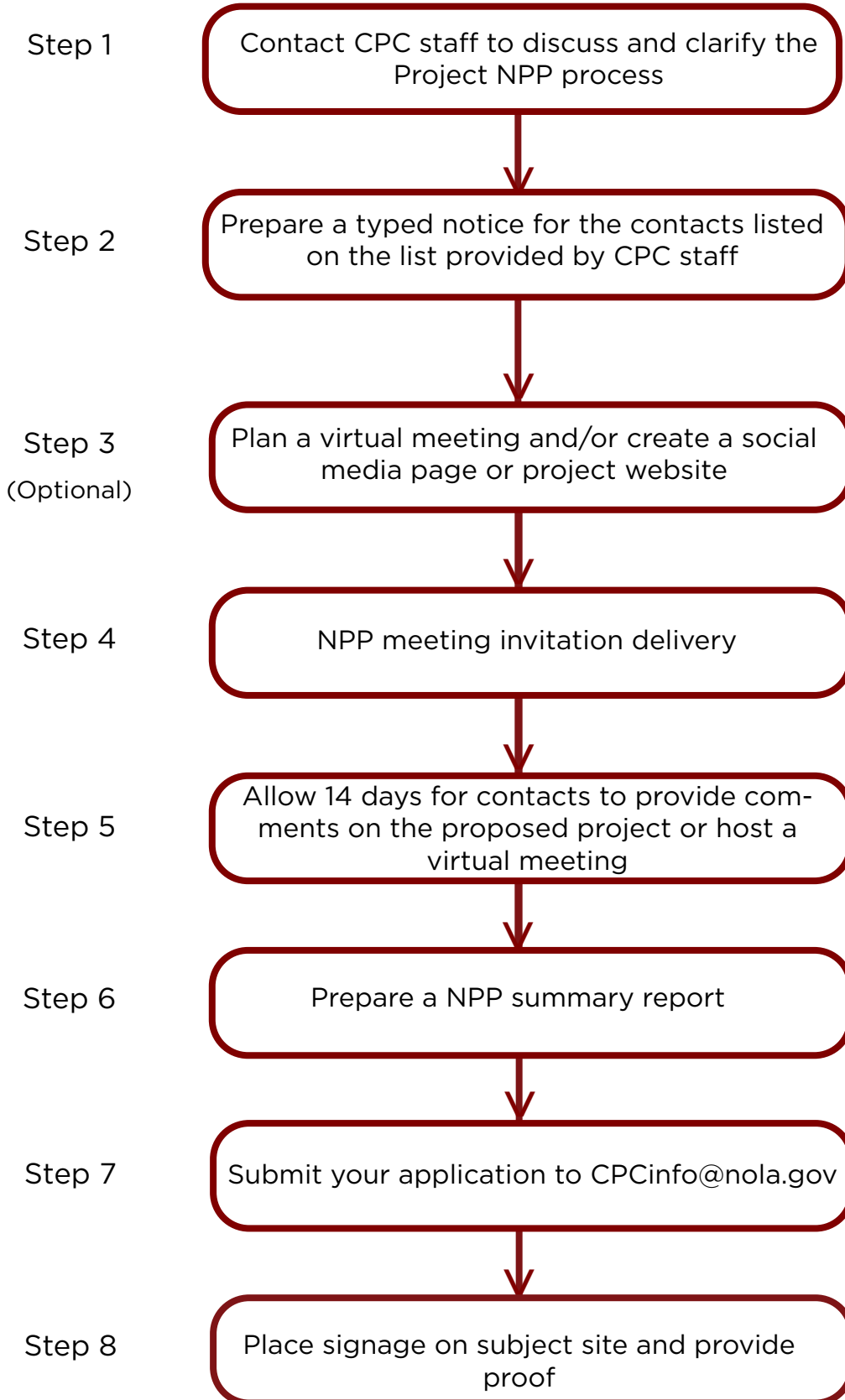


*Images from CDC.gov/COVID19*

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Prepared by the  
New Orleans City Planning Commission  
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# Steps for Land Use Applications including the Project NPP Process



# Project NPP Checklist for Applicants

## (To Be Submitted with Application)

It is critical that all steps on the NPP process be done properly. An application with an incomplete NPP will not be accepted. An improperly performed NPP will need to be repeated correctly before application acceptance.

<b>Step 1:</b> Contact the City Planning Commission staff to become familiar with the process and standards.	
	Provide staff with a site plan of your proposal to accurately determine your request.
	Provide the size of your site and/or floor area of any existing or planned structures. The staff will verify the square footage and provide the NPP contact list information and instructions.
	Choose a time that may maximize participation in the NPP meeting. Setting a very early or very late hour or a date that is a holiday does not show good faith with the community. Many neighbors prefer a meeting time in the early evening on a weekday or a Saturday morning.
<b>Step 2:</b> Prepare a typed letter notifying those on the contact list of the NPP meeting. Sample letters are attached.	
Type a NPP meeting notice that includes:	
	Dates of the commenting period. Applicant shall have received comments for a minimum of 14 days beginning the day after the notice is sent.
	Type of land use application: zoning change, conditional use, planned development, variance, or Master Plan Future Land Use Map amendment and the applicable citations
	If your application is for a Variance, Conditional Use, or Planned Development, you shall include with your notice at least a site plan
	Include the web address to your virtual meeting, social media page, or website if you plan to host or create one.
<b>Step 3 (Optional):</b> Plan a virtual meeting. See the page on “Holding a Virtual Neighborhood Participation Program Meeting” for the CPC’s guidance. If needed, consult the City Planning Commission staff at <a href="mailto:CPCinfo@nola.gov">CPCinfo@nola.gov</a> for help planning your neighborhood meeting.	
	The NPP meeting must be held no less than 14 and no more than 30 days after the date that notice of the meeting is provided to the contact list.
	Choose a time that may maximize participation in the NPP meeting. Setting a very early or very late hour or a date that is a holiday does not show good faith with the community. Many neighbors prefer a meeting time in the early evening on a weekday or a Saturday morning.
<b>Step 4:</b> NPP Meeting Invitation Delivery: mail and email to the NPP contact list	
	Send draft version of the NPP invitation letter to CPC staff for review <b>prior</b> to sending out (please provide at least 48 hours for review). You may work directly with the staff member who emailed the NPP contact list to you.

# Project NPP Checklist (To Be Submitted with Application)

<b>Step 4 (cont'd):</b>	
	Ensure delivery of the NPP meeting notice to the property owners and residents/tenants on the NPP contact list and <u>allow the receipt of comments for at least 14 days</u> after the day the notice is sent. If you are hosting a virtual meeting, the notice must be sent <u>at least 14 days but no more than 30 days</u> before the meeting. Hand delivery to the residents/tenants is acceptable, but you are prohibited by law from placing the notice in a mailbox. Fourteen days is counted starting with the day after the notice is mailed/delivered and includes the day of the meeting.
	<b>Email and mail</b> the NPP meeting notice to the neighborhood association(s) on the NPP contact list and <u>allow the receipt of comments for at least 14 days</u> after the day the notice is sent. If you are hosting a virtual meeting, the notice must be sent <u>at least 14 days but no more than 30 days</u> before the meeting. The neighborhood association will likely forward the meeting notice to its membership..
	<b>Email or mail</b> the NPP meeting notice to the District City Councilmember on the NPP contact list and allow the receipt of comments for at least 14 days after the day the notice is sent. If you are hosting a virtual meeting, the notice must be sent at least 14 days but no more than 30 days before the meeting. This is not a legal requirement, but it is highly advisable to keep the Councilmember informed.
	<b>Email or mail</b> the NPP meeting notice to the CPC staff at <a href="mailto:cpcinfo@nola.gov">cpcinfo@nola.gov</a> and allow the receipt of comments for at least 14 days after the day the notice is sent. If you are hosting a virtual meeting, the notice must be sent <u>at least 14 days but no more than 30 days</u> before the meeting. This is required and important because many neighbors receive notice through the City's NoticeMe program. City Planning advises emailing the notice, so that you have an electronic record.
<b>Step 5 (Optional):</b> Hold a virtual Neighborhood Meeting(s)	
	Follow the sample agenda provided by the City Planning Commission. Explain the proposal and allow for time for questions and answers.
	Keep a record of all the comments and concerns that are discussed at the meeting.
<b>Step 6:</b> Prepare a Summary Report that contain the following:	
	The dates, times, of all meetings and communications with interested parties.
	The total number of people that participated in the process (the number of people who made contact via emails, phone, virtual meetings, etc.).
	A list of any concerns, issues, and problems expressed by the participants. A statement as to how each concern, issue, and problem will be addressed and how the applicant intends to continue to address them.
<b>Step 7:</b> Submit your land use application to <a href="mailto:CPCinfo@nola.gov">CPCinfo@nola.gov</a> . A complete application must be submitted within 180 days of the close of the 14 day comment period or virtual NPP meeting. The NPP Summary Report and attachments must be included with the application. Application information can be found on the City Planning Commission website at <a href="http://www.nola.gov/city-planning/applications">www.nola.gov/city-planning/applications</a> . Be sure to prepare all required items for you application before submitting it to the City Planning Commission staff, including:	
	NPP Meeting Summary Report
	NPP contact list with the names of individuals and entities that were noticed (at a minimum, this includes everyone on the contact list provided by the CPC staff)
Source: Comprehensive Zoning Ordinance Article 4, Sections 4.2.D.2, 4.3.D.2, 4.4.E.2, and 4.6.D.2.	

## Project NPP Checklist (To Be Submitted with Application)

<b>Step 7 (cont'd):</b>	
	NPP meeting invitation sent to individuals and entities on contact list
	Neighborhood association(s), City Council, and City Planning Commission email invitations
	If applicable, submit letters, emails, affidavits, newsletters, publications, petitions, or other documents received in support of or in opposition to the proposed project, as well as any other materials pertaining to the notification process.
<b>Step 8: Place signage on subject site and provide proof</b>	
	Place the sign provided by the CPC at the time of application submittal on site at least 15 days before the scheduled public hearing date. Leave sign up until final action by the Board of Zoning Adjustments or City Council, as appropriate.
	Take a photo of the posted signage and send to the CPC at <a href="mailto:cpcinfo@nola.gov">cpcinfo@nola.gov</a> . Be sure to include the address or location of the subject site..



# NPP Community Meeting Invitation (Conditional Use)

February 10, 2020 (must be at least 14 Calendar days before end of comment period or the meeting date)

Dear Neighbor:

My company, Convenience Pharmacy, L.L.C. , owns a building at 123 Commercial Avenue. We would like to open a new pharmacy at that location. It would operate as a convenience store and pharmacy with a drive-through window. Hours of operation would be 9 a.m. to 9 p.m. Monday through Saturday, and 10 a.m. to 6 p.m. Sunday.

The site is located in an (insert corresponding zoning classification) HU-MU Neighborhood Mixed-Use District , where a drive-through window is a Conditional Use, according to (insert corresponding CZO citation) Article 12, Section 12.2.A (Table 12-1) of the Comprehensive Zoning Ordinance which means we are required to apply for approval to put in a drive- through. The site is a two-story commercial structure with a combined square footage of (insert corresponding square footage of site) 25,000 square feet. (Insert whether or not parking is provided and if any variances are being requested.) On-street parking will be provided and no variance or waivers are required.

Because you are a nearby neighbor or otherwise interested in the neighborhood, I am inviting you to a virtual meeting where you can learn more about what we propose, and present questions or concerns. Our application has to be heard by the City Planning Commission and the City Council and we are required to do this before we submit our application to the City Planning Commission.

The virtual meeting will take place:

Tuesday, March 3, 2020 at 7:30 pm

(insert web address for virtual meeting and social media page or project website)

This letter is being delivered through U.S. Mail and through hand delivery. I've enclosed my site plans to give you a better idea of what we'd like to do. The pharmacy would occupy approximately half of the block on which it would be located, with the front pedestrian entrance on Residential Street and the drive-through accessed through a parking lot entered on Commercial Street. The site is now a former fast-food restaurant that we'd renovate. If we receive approval, we plan to start the construction work within a month of the approval, and estimate that the work should take about three months.

If you are unable to attend and would like to receive info from the meeting, please feel free to contact me. If you have any additional questions or comments, here's how to reach me. I hope to see you at the meeting on March 3rd.

Sincerely,

John Smith  
Abc123@emailaddress.com  
504-123-4567

# NPP Community Meeting Invitation (Zoning Change)

February 10, 2020 (must be at least 14 Calendar days before end of the comment period or the meeting date)

Dear Neighbor:

My company, Sweet Treats, owns a building at 123 Commercial Avenue. We'd like to open a new standard restaurant. It would be open for breakfast and lunch. Hours of operation would be 7 a.m. to 3 p.m. Monday through Saturday, and 10 a.m. to 2 p.m. Sunday.

The site is located in an (insert corresponding zoning classification) HU-RD2 Two-Family Residential District, where a restaurant is not allowed, according to (insert corresponding CZO citation) Article 11, Section 11.2 (Table 11-1) of the Comprehensive Zoning Ordinance. Therefore we are applying for a zoning change to a (insert corresponding zoning classification) HU-B1A Neighborhood Business District in order to operate a standard restaurant. The site is a single-story residential structure with a combined square footage of (insert corresponding square footage of site) 5,000 square feet. (Insert whether or not parking is provided and if any variances are being requested.) On-street parking will be provided and no variance or waivers are required.

Because you are a nearby neighbor or otherwise interested in the neighborhood, I am inviting you to a virtual meeting where you can learn more about what we propose, and present questions or concerns. Our application has to be heard by the City Planning Commission and the City Council and we are required to do this before we submit our application to the City Planning Commission.

The meeting will take place:

Tuesday, March 3, 2020 at 7:30 pm

(inset web address for virtual meeting and social media page or project website).

This letter is being delivered through U.S. Mail and through hand delivery. I've enclosed my site plans to give you a better idea of what we'd like to do along with a list of the permitted uses within the HU-B1A. If you are unable to attend and would like to receive info from the meeting, please feel free to contact me. If you have any additional questions or comments, here's how to reach me. I hope to see you at the meeting on March 1st.

If you are unable to attend and would like to receive info from the meeting, please feel free to contact me. If you have any additional questions or comments, here's how to reach me. I hope to see you at the meeting on March 3rd.

Sincerely,

John Smith  
Abc123@emailaddress.com  
504-123-4567

# Project NPP Report

## (Example - To Be Submitted with Application)

**Date of Report:** August 12, 2015

**Project Name:** Convenience Pharmacy

**Overview:** This report provides results of the implementation of the Project Neighborhood Participation Program for property located at 1234 Canal Boulevard on the southwest corner of Read and Venus Streets. The applicant intends to file an application to rezone the property from HU-RM2 to C-2 to permit a pharmacy with a drive-thru window. This report provides a summary of contacts with citizens, neighbors, public agencies, and interested parties. Opportunities have been provided to learn about and comment on the proposed plans and actions. Comments, petitions, letters, summary sheets, and other materials are attached.

**Contact:**

John Smith  
1234 Anyname Street  
New Orleans, LA 70112  
504-555-1212  
Email: blackandgold@email.com

**Virtual Neighborhood Meetings:** The following dates of all virtual meetings where citizens were invited to discuss the applicant's proposal [comments and other feedback are attached].

1. August 5, 2015 – via Zoom, 7pm – 8pm, 45 people in attendance.
2. August 10, 2015 – via Webex, 5pm – 6pm, 10 people in attendance.

**Correspondence and Telephone Calls:**

1. July 23, 2015 – letters mailed to contact list, including homes, apartments neighborhood associations, churches, and schools.
2. July 24, 2015 – fliers distributed within 300 ft. radius of the proposed pharmacy site.
3. August 11, 2015 – discussed proposal with neighbor Mary Smith via phone call.

**Results:**

There were 100 persons/addresses invited to the community meeting. See summary below:

1. Summary of concerns, issues and problems:
  - Increased traffic in adjacent neighborhood.
  - Impact on school students within 200 feet of the site.
  - Increased noise.
  - Lighting glare on adjacent properties.
2. How concerns, issues and problems will be addressed:
  - Traffic will be routed to arterials to avoid impact on the neighborhood.
  - Parking lot lights will be low glare sodium type positioned away from adjacent properties.
  - The pharmacy drive thru window will close by 8pm, reducing noise impacts on the adjacent properties.
3. Concerns, issues, and problems not addressed and why:
  - The pharmacy should not have a negative impact on the nearby school.